

Monitoring Report Form Signature Requirement Changes

If your facility is a “local agency,” then the signatory requirements for your monitoring report forms have changed.

A “local agency” is a political subdivision of the state, or an agency or instrumentality thereof, that owns or operates a municipal treatment works (e.g. municipal or county sewage authority, school board, state department, etc.).

For a local agency, the highest-ranking licensed operator of the treatment works shall sign the Monitoring Report Submittal Form that accompanies each Discharge Monitoring Report (DMR), Waste Characterization Report (WCR) or Residuals Transfer Report (RTR). In the case where a local agency has contracted with another entity to operate the treatment works, the highest-ranking official who signs the certification on the form shall be an employee of the contract operator.

If the highest ranking licensed operator of the local agency does not have the ability to authorize capital expenditures and hire personnel, a person at the local agency having that responsibility must now complete and submit a **Supplemental Certification** (copy enclosed) with each DMR, WCR, and RTR. This new certification only indicates that that person has received and reviewed the accompanying monitoring reports. Also, in the case where a local agency has contracted with another entity to operate the treatment works, the person submitting the certification shall be an employee of the permittee and not of the contract operator.

The enclosed Supplemental Certification form must be duplicated as needed and submitted with each required report.

If you are not sure whether your facility is a “local agency” or not, please contact the permitting bureau identified on your preprinted reporting forms for confirmation at one of the following phone numbers.

- ❑ Bureau of Point Source Permitting, Region 1: (609) 633-3869
- ❑ Bureau of Point Source Permitting, Region 2: (609) 292-4860
- ❑ Bureau of Nonpoint Pollution Control: (609) 633-7021
- ❑ Bureau of Pretreatment and Residuals: (609) 633-3823